

Sara Sheikh

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EDUCATION

Northeastern University

Boston, MA

Major: Bachelor of Science Computer Science & Cognitive Psychology (Finance Concentration)

May 2026

Minor: Management Information Systems

- Cumulative GPA: 3.75
- Relevant Coursework: Object Oriented Design, Algorithms and Data Structures, Data Visualization for Business, Management Information Systems, Human Computer Interaction
- Extracurricular Activities: TEDx Northeastern (Impact Coordinator), Women in Finance, Delta Zeta Sorority (Social Chair), Artificial Intelligence Club, Real Estate Club, National Society of Leadership (Tech Lead), Field Hockey

WORK EXPERIENCE

Ares Management

Century City, CA

Investment Operations Analyst/Co-op

July 2024 - December 2024

- Created a user friendly PowerBI dashboard to provide real-time data to FX traders on compliant currencies, countries and portfolios for daily trading.
- Automated firm-wide compliance monitoring to Python saving 8+ hours monthly.
- Co-headed Python integration globally in Operations department with head of Quant Risk Analysis.
- Hand-coded IRS Calculator to backtrack Bloomberg errors prior to SD, saving admin 2+ hours weekly.

Putnam Investments & Franklin Templeton

Boston, MA

Project/Product Management Co-op

July 2023 - December 2023

- Pitched and approved a hundred thousand-dollar companywide JIRA upgrade to the head of Data Technology.
- Processed and cleaned data necessary for the technical and legal acquisition between PI and Franklin Templeton.
- Gained proficiency in Jira Align scrum/agile methods as well as front-end programming on internal software.

Northeastern University AI Ethics Institute

Boston, MA

AI Research Assistant

September 2021 - Present

- Researching and debating the ethics and epistemology of Virtual Reality through different academic lenses.
- Studying through David Chalmer's book *Reality+* as well as Northeastern professors' working papers.
- Collaborating with other professors and researchers to create formal edits in preparation to publish work.

META

Virtual

Above & Beyond Computer Science Fellowship

August 2022 - November 2022

- Selected to participate in Meta's 9-week technical interview prep fellowship led by multiple META employees.
- Learned valuable networking skills with Meta engineers through the applied practice of content knowledge.

Lyons Group Boston

Boston, MA

Content Creator/Project Manager/Software Implementation Specialist

May 2023 - September 2023

- Implemented Monday.com for Boston's Infamous Lansdowne Street to hold and organize content for Fenway.
- Pitched a joint venture to LineLeap on behalf of company to expand their outreach through combined databases.

TECHNICAL SKILLS

- | | | | | |
|--------------|-------------|------------------|-----------------|-----------------|
| • JavaScript | • AWS | • Citrix/Everest | • Sketch/Capcut | • Agile Project |
| • R | • Jira | • Bloomberg | • Figma | Management |
| • C++ | • Photoshop | • HTML | • Scrum/Kanban | • UX/UI Design |
| • XML | • PowerBI | • Excel | • Monday.com | • French |

PROJECTS & VOLUNTEER WORK

Impact Coordinator | TEDx Northeastern

January 2024 – Present

- Managed and hired XLab guest speakers for yearly TEDx conference, this year's being Renaissance themed.

Image Processor | IntelliJ

December 2023

- Coded a photo editor with the ability to change a photo's color scheme, size, and watch edits on a histogram etc.

AI Hackathon Finalist | CourseMapper

March 2024